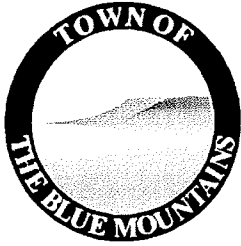


C.1

STAFF REPORT: Administration



REPORT TO: Finance and Administration Committee

MEETING DATE: February 19, 2008

REPORT NO.: CEDC.08.04

SUBJECT: Order of the Town of The Blue Mountains Community Volunteer Awards Event

PREPARED BY: Lisa Kidd, Communications and Economic Development Coordinator

A. Recommendations

That Council receive Staff Report CEDC.08.04, "Order of the Town of The Blue Mountains Community Volunteer Awards Event" and authorize proceeding with event advertising content, award categories, and the nomination and selection process as outlined in the attached information.

B. Background

On August 21, 2007 The Finance and Administration Committee made a recommendation to authorize the establishment of an Order of the Town of The Blue Mountains Volunteer Recognition Event. The recommendation was subsequently adopted by Council.

On September 25, 2007, the Finance and Administration Committee received for information purposes an overview of and proposed ideas for the Town of The Blue Mountains Volunteer Recognition Event Plan. The Staff Report was then received by Council for information purposes and is attached to this Report for your information.

At this time, Staff is providing further details as it relates to advertising content, award categories, and the nomination and selection process. Staff is seeking a recommendation from the Finance and Administration Committee to move forward with the process as detailed in the attached information.

C. The Blue Mountains' Strategic Plan

Strategic Action 3.5 Continue to support cultural groups and community events.

D. Budget Impact

The estimated cost is \$2,475.00. This has been considered as part of the 2008 Communications and Economic Development proposed Budget.

E. Attached

1. September 25, 2007 Staff Report
2. Volunteer Event Details

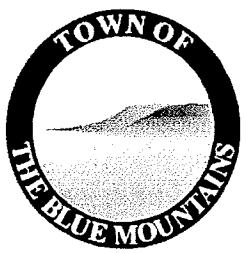
Respectfully submitted,

Lisa Kidd, Communications and
Economic Development Coordinator

Att. 1.

B.3

STAFF REPORT: Administration



REPORT TO: Finance and Administration Committee

MEETING DATE: September 25, 2007

REPORT NO.: CEDC.07.08

SUBJECT: Order of The Town of The Blue Mountains Volunteer Recognition Event Details

PREPARED BY: Lisa Kidd, Communications and Economic Development Coordinator

A. Recommendations

That Council receive Staff Report CEDC.07.08, "Order of the Town of The Blue Mountains Volunteer Recognition Event Details", for information purposes.

B. Background

i. Finance and Administration Committee Recommendation

- a. On August 21, 2007 The Finance and Administration Committee made a recommendation to authorize the establishment of an Order of the Town of The Blue Mountains Volunteer Recognition Event. The recommendation was subsequently adopted by Council.

ii. Order of The Town of The Blue Mountains Event: Objective

- a. The event serves to honour those outstanding citizens who have contributed to the betterment of the community.
- b. The inaugural Order of the Town of The Blue Mountains will serve to coincide with the 10-year anniversary of amalgamation.

iii. Order of the Town of The Blue Mountains Event: Details

a. Event Timing

- i. The Order of The Town of The Blue Mountains Recognition Event will be held annually in April to coincide with 'Volunteer Week'.

b. Nomination and Selection Process

- i. A news release will be created and distributed to 'launch' the nomination process.
- ii. An advertisement seeking nominations will be placed in the paper. The in-take for submissions will be from February 1- March 1, 2008. All nominations will be submitted to the Communications and Economic Development Coordinator.
- iii. A nomination form (attached) will be available to community members on the Town Website, in paper form, and electronically.
- iv. In the inaugural year, the selection committee will be comprised of the two elected Officials (the Mayor and one Councillor), one member of the media and two members of the Chamber of Commerce. Members of the Chamber will be asked to be part of the selection committee during the first year as the Volunteer recognition was originally under the purview of the Chamber of Commerce. In subsequent years, the selection committee will be comprised of two elected Officials, two previous Order Recipients, and one member of the media.
- v. Up to 5 Recipients will be selected.

c. Venue and Presentation Details

- i. The event will be publically advertised for all members of the public to attend.
- ii. Invitations will also be sent to volunteer groups in the community to attend.
- iii. The Recipients will receive a personalized invitation to attend, along with his/her family and friends.
- iv. The venue will be the Small Assembly Hall of the Beaver Valley Community Centre.
- v. The event will offer light refreshments and finger foods.
- vi. The media will be invited to attend.
- vii. The Mayor will provide a brief welcome, recognize all attending volunteers and present the Order Awards to all Recipients. The Order will be a cast medallion of the Town logo in brushed silver.
- viii. The presentation will include a photo opportunity for all Recipients.

C. The Blue Mountains' Strategic Plan (Statement(s) identifying how actions further the goals of the Strategic Plan)

Strategic Action 3.5 Continue to support cultural groups and community events.

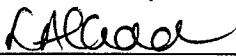
D. Budget Impact (cc: Treasury if required)

As noted in Report CEDC.07.06.

E. Attached (Relevant documentation not personal information about an identifiable person)

Nomination Form.

Respectfully submitted,



Signature



Nomination Form

Order of the Town of The Blue Mountains Community Volunteer Award

The Town of The Blue Mountains is seeking nominations from the community-at-large for outstanding **community residents** who have made a **significant contribution to the benefit of the community over the past two years.**

A complete nomination package includes:

- A completed nomination form;
- A 250-500 word summary of the Nominee's achievements including highlights of achievements and measureable impacts on the community;
- Details of any awards, honours and other special recognition given to the Nominee for efforts in building our community; and
- Two letters of recommendation in support of the nomination, from two different sectors of the community.

Deadline for Submissions is **March 31, 2008.**

Full Name of Nominator: _____

Address: _____

Telephone: (Home) _____

(Business) _____

(Cell) _____

Email: _____

Full Name of Nominee: _____

Address: _____

Telephone: (Home) _____

(Business) _____

(Cell) _____

Email: _____

1. Is the Nominee aware of this Application?

- Yes
- No

2. Award Category (please select one):

- Arts and Culture
- Environment
- Community Services
- Sports and Recreation
- Youth Citizen

Please use point form to respond to the following questions regarding the Nominee:

3. How has the Nominee completed a project, demonstrated sound leadership, contributed time, expertise or service to the benefit of the community in the award category **over the last two years**:

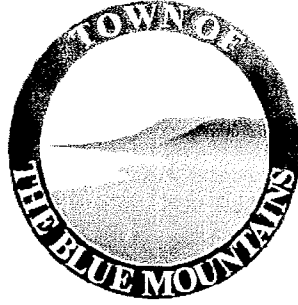
4. How will this individual be remembered by future generations for his/her contributions?

Submit completed form and supplementary documentation to:
 Lisa Kidd, Communications and Economic Development Coordinator
 Town of The Blue Mountains, P.O. Box 310, 26 Bridge Street East
 Thornbury, Ontario, N0H 2P0
 Fax: 519-599-7723, Email: lkidd@thebluemountains.ca

All information provided in this nomination will remain confidential without the expressed consent of the Nominee.

Please keep a copy for your records, as this material cannot be returned.

Thank you for your nomination, only Winners will be notified.



Scoring Sheet:
Town of The Blue Mountains Community Volunteer Awards

Nominee: _____

Awards Category:

- Arts and Culture
- Environment
- Community Services
- Sports and Recreation
- Youth Citizen

Volunteer contribution made over the past two years:

- Yes
- No

1. *Level of Achievement*

1 2 3 4 5 6 7 8 9 10 —

2. *Level of Commitment*

1 2 3 4 5 6 7 8 9 10 —

3. *Level of Effort*

1 2 3 4 5 6 7 8 9 10 —

4. *Measurable Impact on Community*

1 2 3 4 5 6 7 8 9 10 —

5. *Originality*

1 2 3 4 5 6 7 8 9 10 —

6. *Vision*

1 2 3 4 5 6 7 8 9 10 —

7. *Letters of Support #1: Strength of Recommendation*

1 2 3 4 5 6 7 8 9 10 —

8. *Letter of Support #2: Strength of Recommendation*

1 2 3 4 5 6 7 8 9 10 —

9. *Overall Impression*

1 2 3 4 5 6 7 8 9 10 —

TOTAL (out of 90) —

AH. 2

Poster/Ad Content

Call For Nominations

Deadline March 31, 2008

Inaugural Order of the Town of The Blue Mountains Community Volunteer Awards Event

Date: Sunday May 4, 2008, to coincide with Volunteer Week

Time: 1:30-3:30 p.m., light snacks and refreshments served

Location: Beaver Valley Community Centre, 81 Victoria Street, Thornbury

Recognizing the individuals that make life extraordinary in the Town of The Blue Mountains

Award Categories:

- Arts and Culture
- Environment
- Community Services
- Sports and Recreation
- Youth Citizen

The deadline for Nominations is March 31, 2008.

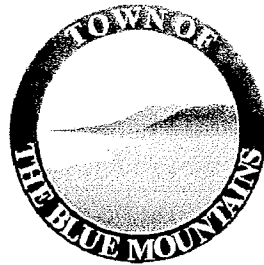
Categories, Criteria and Nomination Form can be found online at:

www.thebluemountains.ca/volunteer

Contact: Lisa Kidd, Communications and Economic Development Coordinator

519-599-3131 extension 282

lkidd@thebluemountains.ca



Celebrating 10 years of Amalgamation

Categories

The Order of the Town of The Blue Mountains Community Volunteer Awards honours individuals in five categories:

Arts and Culture: This award goes to an individual who has made the community more vibrant through arts and/or culture. He or she has been a community leader in this sector by organizing events or advocating arts and culture ideas or philosophies with positive impact on the community.

Environment: This award goes to an individual who has shown success in the creation and/or delivery of a public or private environmental initiative. Through his or her efforts, the environmental consciousness and/or behavior of the community has been bettered.

Community Services: This award is given to an individual who has made a significant contribution to community services in our community, either through the delivery of community services or in the creation of a program or initiative which has led to an overall improvement in the social well-being of our community.

Sports & Recreation: The recipient of this award is an individual who has volunteered his or her time to strengthen sports and recreation in the Town of The Blue Mountains. Through coaching, mentoring or program development, this individual has made a positive impact on our community.

Youth Citizen: The recipient of this award is under the age of 25 and has contributed to the betterment of our community. He or she is an example of the strength of youth in our community and has significantly participated in or created a project or initiative leading to community enhancement.

Nomination and Selection Process

The Nominees will be judged on the excellence of their contributions to the Town of The Blue Mountains. Achievement, commitment, effort, measurable impact, originality and overall vision will be the key considerations.

Nominators will be asked to provide the following information:

- A completed nomination form;
- A 250-500 word summary of the Nominee's achievements including highlights of achievements and measureable impacts on the community;
- Details of any awards, honours and other special recognition given to the Nominee for efforts in building our community; and
- Two letters of recommendation in support of the nomination, from two different sectors of the community.

Selection of Winners

The Panel of Judges will be solely responsible for the review, evaluation, and selection of award winners.

This year's panel of judges will include 2 members of Council, 1 member of the local media, 1 local youth (15-24 years of age) and 2 representatives of the Blue Mountains Chamber of Commerce (as this event was previously organized by the Chamber). Following the inaugural event, next year's panel of judges will be comprised of 2 members of Council, 1 local youth (15-24 years of age), 1 member of the media and 2 previous award winners.

Winners will be informed in writing at least 21 days prior to the awards event.

Decision of the judges will be final.

2008 Winners will be honoured at the Inaugural Order of the Town of The Blue Mountains Community Volunteer Awards Event, scheduled to take place on Sunday May 4, 2008.

